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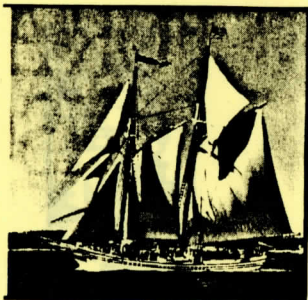
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BOOK STACKS

To gain access to the library's open book stacks, users must present IDs at stack entrance. Visitors need to obtain temporary stack passes at the circulation desk.

The Library of Congress classification system is used and signs throughout the library show the floor locations of the various classifications.



CIRCULATION OF BOOKS

MSU faculty, staff, and students who present current, valid IDs may borrow library material. Other Memphis area residents may apply for library privilege cards. *Phone 678-2205.*

The general loan period is thirty days. Faculty and staff have an end-of-semester due date. Renewals are made for books not in demand or recalled; renewals must be made at the library.

Books should be returned to the circulation desk from which they were borrowed or to the book drop on Alumni Drive.

The University Bursar bills and collects for library fines and fees for overdue or lost books.

COURSE RESERVES

Materials placed on reserve by University faculty are circulated in the Reserve Room on the second floor of the Old Brister Library. *Phone 678-4411.*

CALL-NUMBER GUIDE TO STACK LEVELS

| Call Number, First Letter | Stack Level |
|--|-------------|
| A Collections, Encyclopedia, Reference | 4 |
| B Philosophy, Psychology, Religion | 4 |
| C Civilization & Culture | 5 |
| D General History | 5 |
| E American History | 6 |
| F Local, U.S., British History | 6 |
| G Geography & Anthropology | 6 |
| HC Social Science | 6 |
| HD-JC Social and Political Science | 7 |
| JF-JZ Political Science | 8 |
| K Law | 8 |
| L Education | 8 |
| M Music | 8 |
| N Fine Arts | 8 |
| P Philol., Ling., Class Lang. | 8 |
| PA-PR3999 Language and Literature | 9 |
| PR4000-PZ Language and Literature | 10 |
| Q Science | 11 |
| R Medicine | 11 |
| S Agriculture | 11 |
| T Technology | 11 |
| U Military Science | 11 |
| V Naval Science | 11 |
| Z Bibliography & Library Science | 11 |

How to Locate Books by Call Number

Call-number order begins to your left upon exiting the elevator and proceeds clockwise ending in the section to the rear. Check the guides on the ends of stack ranges for call numbers of books. Note: oversize books are shelved separately.

SAFETY AND SECURITY

MSU Public Safety (Security): Phone 678-4357.

Familiarize yourself with the locations of emergency exits, pull stations, and equipment. Call 678-4357 in the event of fire or other emergency. Never use elevators to escape fire. There is a direct-line phone to the circulation desk near the elevators on each stack level.

OTHER SERVICES

- Recommendations for book purchases can be placed in the **Suggestion Box** near the circulation desk. *Phone 678-2203.*
- Each MSU academic department has an annual allocation for the purchase of books and media for the library. Request forms are available from departmental library coordinators or the Acquisitions Department. *Phone 678-2203.*
- Apply at the circulation desk for **carrels** for faculty and graduate students writing theses and dissertations. *Phone 678-4401.*
- **Lockers** are located on the ground floor of the library. Inquire at the MSU University Center for rental information.
- A **campus phone** is near the library's front entrance. **Public telephones** are on the main and ground floors.

BRANCH LIBRARIES

Branch Libraries provide services to their constituencies and to others. Please call for information.

AUDIOLOGY AND SPEECH PATHOLOGY
807 Jefferson Avenue, Memphis678-5846

CHEMISTRY
316 Smith Chemistry Bldg., MSU678-2625

EARTH SCIENCES
3892 Central, MSU678-4868

ENGINEERING
202 Engineering Bldg., MSU678-2179

MATHEMATICS
341 Dunn Bldg., MSU678-2385

MUSIC
115 Music Bldg., MSU678-2330

WP2/92



MEMPHIS STATE UNIVERSITY LIBRARIES

WELCOME TO THE LIBRARY! Library staff are ready to assist you with Library services. Please ask for personal assistance whenever it is needed.

The Library at Memphis State University is a significant resource for both the University and the Mid-South region. While our primary mission is to the University, we extend services to students, faculty, researchers, and others in our community (from area colleges and universities, hospitals and health centers, private industry and governmental agencies, and many others.)

A few facts* about the MSU Libraries are:

| | |
|--|-----------|
| Book Collection (volumes): | 953,130 |
| Microform Pieces | 2,427,103 |
| Current Periodical Subscriptions | 9,878 |
| Library Faculty | 28 |
| Total Library Staff (FTE) | 110 |
| Circulation | 489,236 |
| Machine Readable Catalog Records | 560,000 |

*1991-92 data; "Circulation" includes Microforms circulation.

Main Library regular service hours are:

Monday-Thursday: 7:45 a.m. - Midnight

Friday: 7:45 a.m. - 10:00 p.m.

Saturday: 9:00 a.m. - 6:00 p.m.

Sunday: 1:00 p.m. - Midnight

Check for interim and holiday hours; Branch Libraries maintain different service hours.

Memphis State University is an Equal Opportunity/
Affirmative Action University.

REFERENCE AND INFORMATION SERVICES

Instruction in use of catalogs, indexes and abstracts and research materials is offered. Service hours: Mon.-Fri. 8-10; Sat. 9-6; Sun. 1-10. Phone 678-2208.

- **Bibliographic Instruction**

The Instruction Librarian will schedule general orientation sessions, subject seminars, or formal instruction sessions for groups or classes. Basic library instruction is given to sections of English 1102. "Introduction to the Use of Library Resources" is offered for three semester hours elective credit. Phone 678-4464.

- **Information Retrieval Service**

Both librarian-performed (IRS) and user-performed (U-SEARCH) computerized retrieval of bibliographic references in many subjects may be arranged. Librarians are available for consultation and instruction by appointment. Phone 678-5150.

CD-ROM microcomputer workstations allow users to search selected subject data-bases in education, business, psychology, literature, and dissertations. Appointments are required. Phone 678-2208.

- **Microforms**

Microforms has a large collection of magazines, journals, and newspapers; more than 60 special collections of books, manuscripts, archives, and papers; college catalogs; and corporate annual reports from 1946 to the present (in both print and microform). Phone 678-2019.

- **Other Reference Services**

Local newspapers have been indexed since 1964 for Memphis and Mid-South topics. Telephone directories of major U.S. cities and many Tennessee municipalities are on microfiche. Phone 678-2208.

Reference services are available to assist students, faculty, and other researchers at all levels of activity and interest and will promote the individual's use and understanding of information services and technologies. Phone the Reference Desk at 678-2208.



ONLINE CATALOGS

The online catalog contains description and location information about materials available in the main library and the branch libraries, and can be searched by author, title, or Library of Congress subject heading. Terminals for the online catalog are available throughout the main library and in each branch. Instructions are posted next to each terminal and library staff are glad to help. Most government documents, microforms, and special collections are not included in the online catalog; go to these departments for information about the material they have.

The online catalog is also accessible over the campus network or by dial access. Instruction sheets are available at the Reference desk or the library computer room. The dial-access protocols are odd parity, 7 data bits, 1 stop bit and VT-100 terminal emulation. Help and special services are provided by library computer staff at 678-2356 or 678-2214. The dial access phone numbers are:

678-3001 1200 baud 678-3008 2400 baud
678-3002 1200 baud 678-3005 300 baud

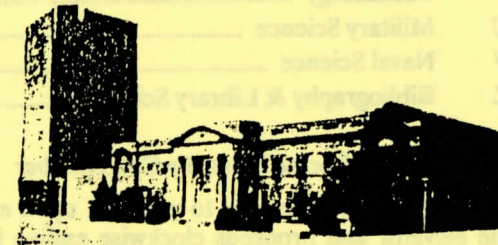
Online catalogs of other libraries located all over the world are accessible over the Internet, some of which include special databases containing indexes to journal articles, statistical data, document delivery, local special collections and indexes not available elsewhere, and other non-book types of information. Some of these special services are available free and some the MSU Libraries have licensed for the use of our faculty and students. For more information on the types of information accessible over the Internet, call Phil Smith 678-2214.

HANDICAPPED ASSISTANCE

There are study carrels for wheelchair users throughout the Main Library. Inquire at the Reference Desk for instruction in the use of the Kurzweil Reading Machine, print enlarger, and "talking terminal" for the online catalog. Phone 678-2208.

PERIODICALS

The Periodicals Information Desk, Central Holdings File, and main periodicals collection are on the second floor of the library tower building. MSU periodicals holdings are available in the online catalog. A copy of the the Tennessee Union List of Serials, which lists journals owned by many other libraries in the state, is also available in the Department. Bound back volumes are shelved on the second floor. Back volumes in microformat for the Main Library are stored on the ground floor. Each Branch Library houses periodicals for its subject specialty (current issues and back volumes, both bound and microformat). Periodicals service hours are: Mon.-Fri. 7:45 - 10; Sat. 9-6; Sun. 1-10. Phone 678-2204.



PHOTOCOPIES

Copy machines that accept debit cards purchasable at the library (or coins) are available in the Main and Branch libraries. Debit-card copies are easier to make and are less expensive.

Photocopies for MSU departmental use may be requested at the Photocopy Office, Room 117 of the Main Library. Phone 678-5274.

Staff in the Microforms department, basement of the Main Library, photocopy microfilm and microfiche for personal or departmental use. Phone 678-2019.

GOVERNMENT DOCUMENTS

The MSU libraries is the Regional Depository for U.S. government publications for Tennessee and is also a Tennessee State document depository. The collection is especially strong in statistics and Congressional material. A travel file containing information on the United States and foreign countries is available, and there is an extensive map collection. Material does circulate. Appointments can be made for instruction sessions for classes or groups. Service hours: Mon.-Thurs. 8-10; Fri. 8-5; Sat. and Sun. 1-6. Phone 678-2206.



SPECIAL COLLECTIONS (MISSISSIPPI VALLEY COLLECTION)

Special Collections includes rare books, manuscripts, and other media related to Mississippi valley life, culture, and history; Popular Entertainment; 1968 Memphis Sanitation Strike; Oral History; West Tennessee Historical Society; Memphis State University collection; and others. Service hours are: Mon.-Fri. 8-4:30, Sun. 1-5. Phone 678-2210.

INTERLIBRARY LOAN

MSU faculty, staff, and graduate students may request materials not found in the MSU Libraries from other libraries. Phone 678-2262.

LEARNING MEDIA CENTER (LMC)

The LMC, a division of the Center for Instructional Services and Research, maintains the University's audio-visual collection (audio cassettes, films, video cassettes, and transparencies). Phone 678-2098.